

NOTICE

TO: RESIDENTIAL CONTRACTORS AND OWNER-BUILDERS.

Effective January 3, 2008, the following changes will take effect concerning submittal and processing of residential construction plans for permitting:

2 full sets of construction plans with site plans will be required for submittal, plan review and permitting.

The residential plan review process may take up to three working days to complete.

Incomplete plans or inaccurate documentation will not be accepted.

A "Field Copy" stamped set of approved plans will be provided to the contractor. This "Field Copy" set of plans must be maintained on the jobsite for the duration of the project and will be used for inspection purposes. No inspections will be made without a "Field Copy" set of plans available on the jobsite at the time of inspection.

A Residential Plan Review Checklist to assist you with the submittal and plan review process is available upon request.

These changes are being made to help eliminate confusion, increase efficiency and provide overall better service to our customers. Thanks for your cooperation.



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Department of Planning and Building
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Single Family Plan Review Checklist

This checklist is provided to assist you when applying for a residential permit to construct a single family dwelling, a single family addition or a detached residential accessory building. Savings in homeowners insurance may be determined by whether or not the City of Madison Building Division performs a review of single family construction plans. Without proper information, construction drawings or details we cannot perform an adequate review.

General Information

No. Stories _____ No. Bedrooms _____ No. Baths _____ Heated S.F. _____ Gross S.F. _____
Gas Pack _____ Gas Furnace _____ Heat Pump _____ Water Heater: Gas _____ Electric _____

Site Plans (2 copies required)

A completed Residential Zoning Permit Application must be submitted with the following information attached:

- ☐ Provide an accurate drawing depicting a “birds-eye” view of the property with an outline of the house, any additions and/or detached structure(s) shown with proposed distances or setbacks measured in feet from the proposed structures to the front, rear and side property lines. **PLEASE NOTE THAT DISTANCES OR SETBACKS MUST BE MEASURED FROM THE PROPOSED BUILDING WALL.**

Construction Drawings (2 sets of plans required)

Two sets or copies of construction drawings and related construction details must be submitted with a completed Residential Permit Application. Construction drawings and details must include the following as a minimum:

- ☐ Foundation plan showing the overall layout, dimensions and spacing of foundation footings, piers and/or concrete slabs.
- ☐ Floor joist and beam or girder layout to include size and length of joists and beams.
- ☐ Front, rear and side elevation drawings of proposed structure.
- ☐ Floor plan showing rooms and room dimensions, door and window sizes and electrical layout to include location of smoke detectors.
- ☐ Typical exterior wall cross section detail that includes roof rafter or truss layout, rafter sizes and dimensions, roofing material, wall framing information, location and type of insulation, flooring materials, foundation width and depth details and exterior finish information.

[Please note that construction drawings must be no larger than 24 inches by 36 inches and no less than 11 inches by 17 inches.]

Erosion Control Permit Application

- ☐ Submit a completed copy of the Erosion Control Compliance Form.

[Permit and Zoning Applications that are incomplete or plans that do not contain the needed information will be returned to the applicant for additional information or revision prior to review.]